

TERMS OF REFERENCE

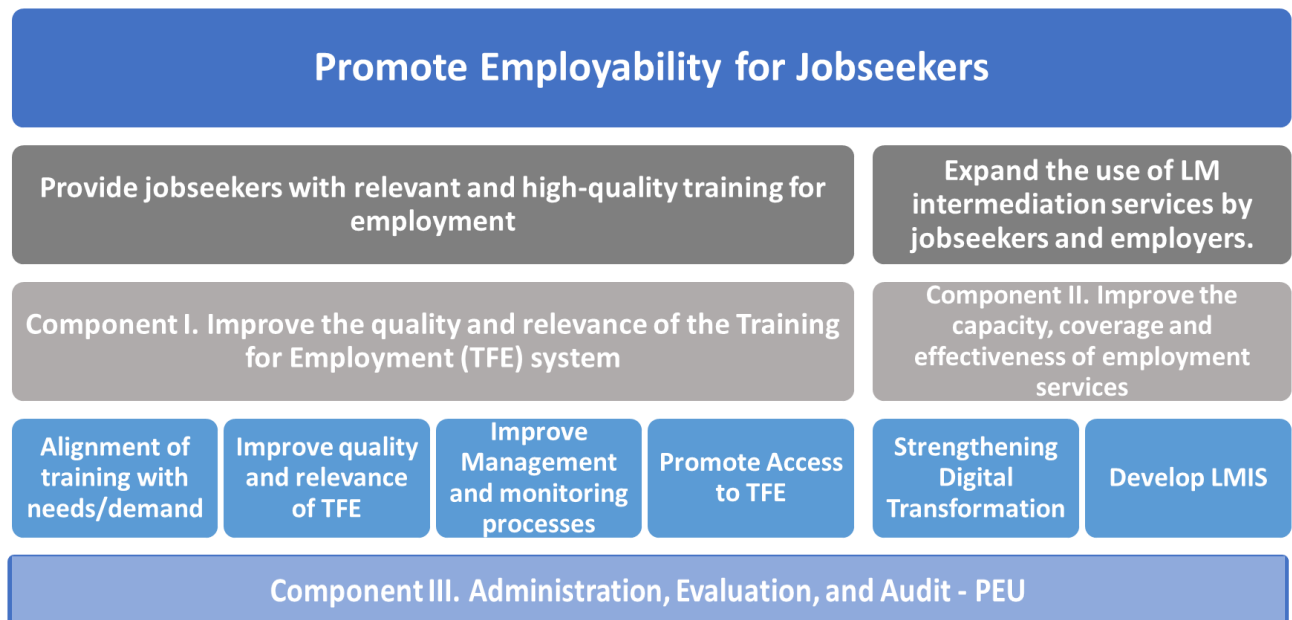
Position Title/Type	Consulting Services: Senior Labour Market Analyst (SLMA) (Full Time)
Program Title	Labor Market Alignment with New Industries (SU- L1061)
Executing Agency	Ministry of Labour, Employment, and Youth Affairs (MOL)
Location	Paramaribo, Suriname

I. BACKGROUND

Suriname is a small open economy dependent on extractive industries. The Government of Suriname is looking to restore prosperity for its citizens through diversification of the economy and tapping into new productive sectors. To prepare the workforce to work in new productive sectors, the Government of Suriname has signed a 10 million USD loan with the Inter-American Development Bank (IDB, also referred to as the Bank) to promote employability for jobseekers. The diagnosis for the loan identifies two main employability constraints that affect job seekers in Suriname: (i) jobseekers are unequipped with the skills demanded by the productive sector, and (ii) there is a lack of labor market information, which hampers efficient matching of job seekers' skills to available vacancies.

Objective: The overall goal of the program is to promote employability for jobseekers in Suriname. To achieve this, the program therefore has specific mutually-reinforcing objectives to (i) provide jobseekers with relevant and high-quality training for employment, and (ii) expand the use of labor market intermediation services by jobseekers and employers.

Accordingly, the project is structured in three main implementation components, each with key expected outcomes. Below is a logical framework of the project structure.



Program Executing Agency: Although the Ministry of Finance and Planning (MoFP) keeps the fiduciary responsibility for the overall program execution, with an overall oversight, the Ministry of Labour, Employment Opportunity and Youth Affairs (MOL) will act as the main decision-making body of the project to guide the overall execution. Therefore, the program will be executed by the Ministry of Labour, Employment Opportunity, and Youth Affairs (MOL) referred to as the Program Executing Agency.

Program Implementation Unit (PIU): The Program Implementation Unit (PIU), which is based within the MOL under the Labour Markets Deputy Director, is responsible to facilitate, and support the implementation of program activities and to perform all administrative, procurement, financial management, and overall management tasks required for successful program implementation.

The Senior Labour Market Analyst (SLMA) will be hired as an External Individual Consultant and will be stationed within the Labour Market Department and work collaboratively with the PIU and staff of the MOL to conduct and undertake project activities that relate to labour market and skills assessment including studies, data collection analysis, and reporting as required for successful program implementation.

II. POSITION SUMMARY

Position: Senior Labour Market Analyst (SLMA) (Full Time)

Reports to: Deputy Director of Labour Market Department

Supervises: Assistant Labour Market Analyst

The MOL through the PIU is now seeking the services of a SLMA who will perform the responsibilities of the position as detailed below.

Objective: The main objective of this position is to provide expert labour market research and analysis services to support policy development and inform the design and implementation of the program's activities. In addition, the position will identify, monitor and report on the emerging labour market changes and trends through participatory stakeholder engagement and evidence-based analysis. Through tailored training and mentorship initiatives, the consultant will provide adequate strategic and technical support to the MOL, ensuring that the ministry has both the internal capacity and necessary tools for implementing the project. These responsibilities will be fulfilled within the framework of the Pluriannual Execution Plan (PEP), the Annual Operational Plan (AOP), the Procurement Plan (PP), and other instruments, and in coordination with the PIU.

Type and Duration of Consultancy: This is a full-time consultancy for the duration of twelve (12) months, renewable for further periods up to the end of the program, by mutual agreement and subject to a performance evaluation of the consultant.

Terms of Payment: Fees will be paid monthly and in local currency (Surinamese Dollars)

The Place of Work: Paramaribo and visits to the districts and the Interior as needed

The Environment of Work: Professional and cordial environment conducive to cooperation, teamwork, and career advancement opportunities. The program prioritizes gender balance, hence qualified female candidates are highly encouraged to apply.

Scope of Activities: Technical and programmatic functions within the Labour Market Department and in close collaborations with the PIU. The scope of the position also includes the provision of services leading all relevant program deliverables such as labour market analysis and reporting as well as awareness aspects of the Program.

III. DUTIES AND RESPONSIBILITIES

The primary purpose of this position is to lead the strategic and operational planning and implementation of all activities relating to labour market analysis to assess gaps, identify opportunities and recommend strategies for strengthening competencies and skills of relevant stakeholders, especially that of the Labour Market Department of the MOL.

In order to optimize the use of project resources while providing the right skills set to the project, the specific responsibilities listed below are a mix of technical and programmatic ones.

- Conduct or supervise rigorous studies to evaluate the job-creating potential of various economic sectors, with a particular focus on regions and populations that are disadvantaged due to geographic barriers or skill gaps. These analyses should identify types of jobs available, labour force needs, assess potential barriers to employability and employment, and propose targeted strategies to expand access to opportunities for women and marginalized groups.
- Conceptualize, formulate and conduct evidence-based labor market needs analysis, including skills needs assessments among socially and economically disadvantaged populations. This involves collecting baseline data, establishing monitoring frameworks to track stakeholders' activities, and ensuring all ongoing relevant studies are executed timely and effectively, in coordination with key personnel of MOL, the PIU, and other stakeholders.
- Monitor overall employment related development in the country, with particular focus on employment policies, labour market information and analysis, employment-intensive growth, job creation, youth employment and employment in the informal economy, as well as labour migration.
- Facilitate engagement with key stakeholders - including government ministries, Chambers of Commerce, employers' representatives, trade unions, academia and NGOs - to determine the current job market situation in different parts of Suriname with a focus on local communities with limited resources and opportunities, identify key labour market gaps and employment opportunities.
- Propose programmatic interventions and capacity building initiatives (for MOL, PIU and other stakeholders) for strengthening and addressing the gaps of both employers and job seekers, in line with the project activities. These recommendations are expected to guide the development and implementation of project components such as Training for Employment (TFE) and awareness campaigns.
- In coordination with the Public Employment Services (PES) unit of the MOL, prepare a comprehensive list of potential partners—including private sector entities, educational institutions, industry associations, and civil society organizations— to enhance employability and stimulate job creation. Develop strategic entry points and collaboration frameworks with each partner identified, ensuring both short-term gains (e.g., immediate training and hiring opportunities) and medium-term outcomes (sustained skills development and reduced unemployment).
- Provide specialized methodological advice on the design and implementation of core employment services and programs to ensure they effectively address the diverse needs of project beneficiaries. This includes recommending evidence-based frameworks, tools, and best practices, as well as promoting continuous improvements in the service delivery to maximize positive outcomes.

- Provide inputs and data for IDB and external consultants for the purpose of project implementation;
- Assist in the planning and budgeting for the program, taking the lead role in the market analysis-related activities and planning while ensuring that the assumptions, parameters, guidelines, and policies in planning are adhered to;
- Contribute to the progress and deliverables of implement
- ation of relevant components and subcomponents in line with program objectives and their respective planned outputs and results.
- Offer the PIU and the MoL team the necessary inputs and guidance when coordinating with other government agencies. This includes preparing presentations, formulating engagement strategies, and developing policy briefs or position papers to ensure effective communication, alignment, and collaboration among all involved parties.
- Liaise with the PIU to monitor the progress towards achieving planned outputs and outcomes by the Program Results Matrix (RM), and in compliance with the loan contract and POM;
- Provide inputs to prepare of draft Terms of References for special and specific consulting services relating to surveys, training or methodologies;
- Assist with the technical evaluation of relevant proposals for labour market activities;
- Assist the PIU in the preparation of relevant periodic reports relating to labor market analysis activities, as may be requested by the Bank and the GOS;
- Perform any other related duties as required by the Deputy Director of Labour Market Department.

IV. REQUIRED EXPERIENCE AND SKILLS (EVALUATION CRITERIA)

All candidates applying for the SLMA position must demonstrate and/or provide evidence of the following experience, skills, and competencies within the submitted CV.

Category 1 – Criteria for CV Review and Shortlisting for Interview

A. Minimum Requirements (Qualifications/Education and Experience):

1. University degree, with a master's degree preferred, in economics, statistics or related field, with specialization in macro-economic and labor market analysis.
2. At least 5 years of work experience in applied research for economic policy development.
3. Extensive experience with programs related to labour markets, engaging with multi-disciplinary stakeholders.
4. Fluency in English and Dutch is required.
5. Experience with public sector projects, with bilateral or multi-lateral funding agencies is a plus.

B. Core Practical/Technical Skills and Competencies:

1. **Program/Project Coordination:** proven ability to make key technical and management contributions to project implementation, ensuring alignment with program objectives. Skilled in formulating objectives, setting priorities, and executing plans that address labor market dynamics. Capable of translating strategic goals into achievable project deliverables and strengthening the capacity of others in the process.

2. **Research and Reporting Competencies:** Excellent applied research and analytical skills. Demonstrated experience forecasting macro tendencies of different productive sectors, matching them with microdata (labor market surveys, household surveys, etc.) Demonstrated experience producing reports and other products with policy implications based on rigorous research.
3. **Stakeholder Engagement and Incorporating Local Context:** Technical competencies to engage in labour market discussions and activities with multiple stakeholders, such as: ministries, employers' organizations, and academia. Understanding of labour market's actors, business sector and local context in Suriname.
4. **Leadership Skills.** Ability to work independently as well as as a team leader, with a capacity to communicate goals and objectives. Demonstrated abilities to impart knowledge on labor markets strategic analysis.

Category 2: Interview Assessment

Candidates must be able to demonstrate and articulate proofs of the following during the interview:

1. **Leadership:** Ability to work independently as well as as a team leader, with a capacity to communicate goals and objectives. Demonstrated abilities to impart knowledge on labor markets strategic analysis
2. **Interpersonal and communication Skills:** Excellent interpersonal and communications skills, and the ability to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results. Good interpersonal relations: the ability to quickly build and maintain productive relationships with others. Ability to communicate and liaise with high-level government officials and other key stakeholders.
3. **Workplace dynamics and fit:** Understanding and agreement with the principles of ethics, transparency and non-discrimination displays cultural, gender, religion, race, nationality and age sensitivity and adaptability, treats all people fairly without favoritism and fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment. Can maintain high level confidentiality.

V. HOW TO APPLY AND SELECTION PROCESS

To apply for this position, all interested and qualified candidates must submit the documents listed below to the Program Manager via email peu.lmawni@gmail.com no later than 30th of April 2025 at 14:00 Suriname time.

A. Application Documents:

1. A cover letter that specifically references your strengths in the areas noted
2. An updated resume/CV

B Interview Process:

Candidates who meet the required qualifications and experience will be invited for an interview. The most qualified and suitable candidate will be invited for contract negotiations.

VI. SELECTION CRITERIA AND EVALUATION MATRIX SLMA POSITION

Category 1: CV Review for Shortlisting			Maximum Score	Candidate's Score
A. Specific Requirements as Described in TOR (See Section IV.A)				
1.	University degree, with a master's degree preferred, in economics, statistics or related field, with specialization in macro-economic and labor market analysis. (A. Masters:20 points; B. Bachelor: 10 points , C. Lower Degree/Diploma: 3 D. None: 0)		20	
2.	At least 5 years of work experience in applied research for economic policy development. 5 or more years: 20 ; 2 -5 year: 10 points; less than 2 years : 5 point. No experience: 0 points		20	
3.	Extensive experience with programs related to labour markets, engaging with multi-disciplinary stakeholders. Extensive experience: 20 points (over 5 years) Substantial experience: 10 points (3 years); Limited experience: 5 points (less than 3 years); No experience: 0 points		20	
4.	Fluency in English and Dutch is required. Written reports and documents in English: 3 points Written reports and documents in Dutch: 2 points		5	
5.	Experience with public sector projects, with bilateral or multi-lateral funding agencies is a plus. Has previous experience: Yes (5), No (0)		5	
6.	Program/Project coordination Proven ability to make key technical and management contributions to project implementation, ensuring alignment with program objectives. Skilled in formulating objectives, setting priorities, and executing plans that address labor market dynamics. Proven capability of translating strategic goals into achievable project deliverables and strengthening the capacity of others in the process. (A. Extensive: 5, B. Substantial: 3, C. Limited 1: D. None 0)		5	

	7. Research and reporting Excellent applied research and analytical skills. Demonstrated experience forecasting macro tendencies of different productive sectors, matching them with microdata (labor market surveys, household surveys, etc.) Demonstrated experience producing reports and other products with policy implications based on rigorous research. (A. Extensive: 5, B. Substantial: 3, C. Limited 1: D. None 0)	5	
	8. Stakeholder engagement and incorporating local context Technical competencies to engage in labour market discussions and activities with multiple stakeholders, such as: ministries, employers' organizations, and academia. Proven understanding of labour market's actors, business sector and local context in Suriname. (A. Extensive: 5, B. Substantial: 3, C. Limited 1: D. None 0)	5	
Sub Total A		85	
Candidates who score at least 60 points in the CV evaluation will be invited for an interview			
B. Interview			
	9. Leadership Ability to work independently as well as as a team leader, with a capacity to communicate goals and objectives. Demonstrated abilities to impart knowledge on labor markets strategic analysis. (A. Extensive: 5, B. Substantial: 3, C. Limited 1: D. None 0)	5	
	10. Interpersonal and communication skills Excellent interpersonal and communications skills, and the ability to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results. Good interpersonal relations: the ability to quickly build and maintain productive relationships with others. Ability to communicate and liaise with high-level government officials and other key stakeholders. (A. Extensive: 5, B. Substantial: 3, C. Limited 1: D. None 0)	5	
	11. Workplace dynamics and fit Understanding and agreement with the principles of ethics, transparency and non-discrimination displays cultural, gender, religion, race, nationality and age sensitivity and adaptability, treats all people fairly without favoritism and fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment. Can maintain high level confidentiality. (A. Extensive: 5, B. Substantial: 3, C. Limited 1: D. None 0)	5	
Sub Total Interviews		15	0
TOTAL SCORE: CV Review and Interview		100	0
N.B. Only Applicants with a Combined Score of 70 Points and above will be considered for Contract Negotiations			